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2157 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6143

MAJORITY (202) 225-5051
FACSIMILE (202) 225-4784
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May 7, 2007

The Honorable Dale E. Klein
Chairman
U.S. Nuclear Regulatory Commission
Washington, DC 20555

Dear Chairman Klein:

We are writing to obtain information about telework programs at the Nuclear Regulatory Commission (NRC). We are interested in gaining a better understanding of how telework is being implemented across the federal government. Similar letters are being sent to select agencies.

Every executive agency is required to have policies in place that allow eligible employees to telework. The Office of Personnel Management (OPM) defines telework as "work arrangements in which an employee regularly performs officially assigned duties at home or other worksites geographically convenient to the residence of the employee."¹

Telework provides a number of benefits to employers including competitive hiring and retention, better worker productivity, cost savings, and emergency preparedness. Some of the benefits for employees include reductions in the time, cost, and stress of commuting, reducing energy consumption, and more scheduling flexibility. Despite these and other benefits, agencies continue to underutilize telework.

In 2000, Congress mandated that each executive agency "establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance."² According to a status report released by

¹ U.S. Office of Personnel Management, *A Guide to Telework in the Federal Government* (Aug. 3, 2006) (www.opm.gov/pandemic/agency2a-guide.pdf).

² P.L. 106-346.

OPM in 2005, however, only 19% of eligible federal employees participated in telework programs in 2004.³

To help us better understand how agency telework programs are being implemented and the extent to which agencies are addressing barriers to telework, please provide the following information about NRC's telework program. Please provide current (2007) data for NRC.

Eligibility

1. How does the agency define telework?
2. What criteria does the agency use to determine whether an employee is eligible to telework? Do employees have to meet any specific requirements before becoming eligible for telework?
3. How does the agency determine whether an employee is eligible? Is it determined on a case-by-case basis or based on an employee's position or category of employment?
4. Are any categories of employees excluded from eligibility and if so, which ones and why?
5. Please provide the current number of agency employees, including how many are full time employees and how many are part-time employees. How many employees are eligible for telework?
6. How many employees are excluded from eligibility? Of those, how many are excluded because they fall into an excluded category and how many are excluded based on an individual reason (i.e. performance)?
7. What specific measures, if any, are taken to make employees aware of the agency's telework program?
 - a. Are eligible employees notified individually of their eligibility to participate?
 - b. If so, how are the employees notified?
8. How many agency employees are in positions eligible for telework?
 - a. Of those, how many employees are eligible for telework?

³ U.S. Office of Personnel Management, *The Status of Telework in the Federal Government* (Dec. 2005) (online at www.telework.gov/documents/tw_rpt05/index.asp).

- b. How does the agency measure the number of eligible employees?
9. Are agency employees permitted to telework if they are on an alternative work schedule? For example, if an employee is on a flexible or compressed work schedule, can the employee also telework?

Participation

10. How does the agency measure the number of employees actually teleworking?
11. How many agency employees telework?
- a. OPM defines core telework as “telework that occurs on a routine, regular, and recurring basis away from an employee’s principal place of duty . . . one or more days per week.”⁴ How many employees are core teleworkers? Please provide the average number of days per month that employees telework on a core basis as well as the total distribution of days that employees telework per month on a core basis.
 - b. How many employees are situational (non-core) teleworkers? Please provide the average number of days per month that employees telework on a situational basis as well as the total distribution of days that employees telework per month on a situational basis.

Barriers

12. What efforts is the agency taking to identify barriers to telework? What barriers have been identified?
13. What specific measures have been taken to overcome those barriers?
14. What efforts are being made to address any management resistance to telework?
15. Is agency management required to receive telework training? If so, what type of training is required and who is required to receive the training?

⁴ *Id.*

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Continuity of Operations Planning

16. Has the agency incorporated telework into its continuity of operations planning? If so, how has telework been incorporated?
17. Has the agency performed a demonstration exercise using telework as a component of continuity of operations planning? If so, did the exercise incorporate telework opportunities for both essential and nonessential personnel?
18. Has the agency actually used telework to respond to an emergency? What was the situation and how was telework utilized?

We look forward to receiving your response by **Tuesday, May 29, 2007.**

Sincerely,



Danny K. Davis
Chairman
Subcommittee on Federal Workforce,
Postal Service, and the District of Columbia



Kenny Marchant
Ranking Minority Member
Subcommittee on Federal Workforce,
Postal Service, and the District of Columbia



Henry A. Waxman
Chairman



Tom Davis
Ranking Minority Member